



Training Manual

Courtesy of
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Manual

February 2004

Welcome to South Dakota's Dakota Fast File program.

Introduction to Dakota Fast File

This booklet serves as a guide to file documents under the Uniform Commercial Code (UCC) in South Dakota and also to file Effective Financing Statements (EFS) as notification under the Federal Food Security Act. Please feel free to contact our office if you have any questions or comments, or if we can be of service to you.

In 1987, South Dakota adopted the Central Filing System.

The Federal Food Security Act of 1985, which was passed by the United States Congress, gave the states an option to choose either of two plans to notify purchasers of farm products of an existing security interest: a central filing system or pre-notification. The 1987 South Dakota Legislature passed a law to allow implementation of a central filing system. If farm products are filed only under the UCC and not as an EFS, they are not reported on the central filing list which is distributed to buyers of farm products. The EFS portion must be completed to be included on the notification list.

All legal questions should be addressed by your attorney.

Using this manual

This manual was devised as a training manual for filing Uniform Commercial Code documents with the South Dakota Secretary of State's office. If you have any questions, feel free to call the UCC division.

Uniform Commercial Code (UCC)

General Information on Dakota Fast File

The Uniform Commercial Code (UCC) is a compilation of statutes designed to perfect commercial transactions and to promote uniformity among various filing jurisdictions. Notwithstanding their complexities, commercial transactions basically involve the sale of and purchase of goods.

Dakota Fast File has an audit trail that is limited to the Secretary of State's administrative staff. The audit trail shows which registrant and terminal was used and who the user signed on as. It is important, for security reasons that each person, entering data for your agency, have his/her own user name and password

Filing financial statements for public record

Under the Uniform Commercial code, financing statements are filed to make a public record of secured transactions between a debtor and a secured party. The financing statements are extremely important in establishing priority among creditors in judicial proceedings, including bankruptcy, to determine rights of conflicting creditors. Therefore, the fundamental objective of the UCC is to provide measures to protect the debtor and the secured party by filing a financing statement in the proper jurisdiction under uniform provisions.

South Dakota is one of 50 states, plus the District of Columbia that has adopted the Code. The Code became effective in South Dakota on July 1, 1967. Title 57A of the South Dakota Codified Laws (SDCL) contains the statutes known as the Uniform Commercial Code. [SDCL 57A-9](#) is the Uniform Commercial Code – Secured Transactions.



Uniform Commercial Code has been adopted by 50 states and Washington DC.

When the collateral is timber to be cut or is minerals or the like (including oil and gas) or accounts subject to subsection [\(6\) of § 57A-9-102](#), or when the financing statement is filed as a fixture filing [\(§ 57A-9-334\)](#) and the collateral is goods which are or are to become fixtures, then the UCC would be filed in the office where a mortgage on the real estate concerned would be filed or recorded.

In all other cases, financing statements are to be filed with the Office of the Secretary of State. Common examples of types of collateral filed with the Secretary of State include accounts, equipment, inventories, farm products, crops, consumer goods, equipment used in farming operations, etc.

You will use this training manual to access the ***Dakota Fast File*** program for filing Uniform Commercial Code (UCC) 1 and 3 documents, conducting searches including certified searches, and searching your own tickler system to find all of your UCC filings, including any that need to be continued in the next six months. This program enables you to complete all of your UCC filings quickly and accurately. You will also save postage and employee time.

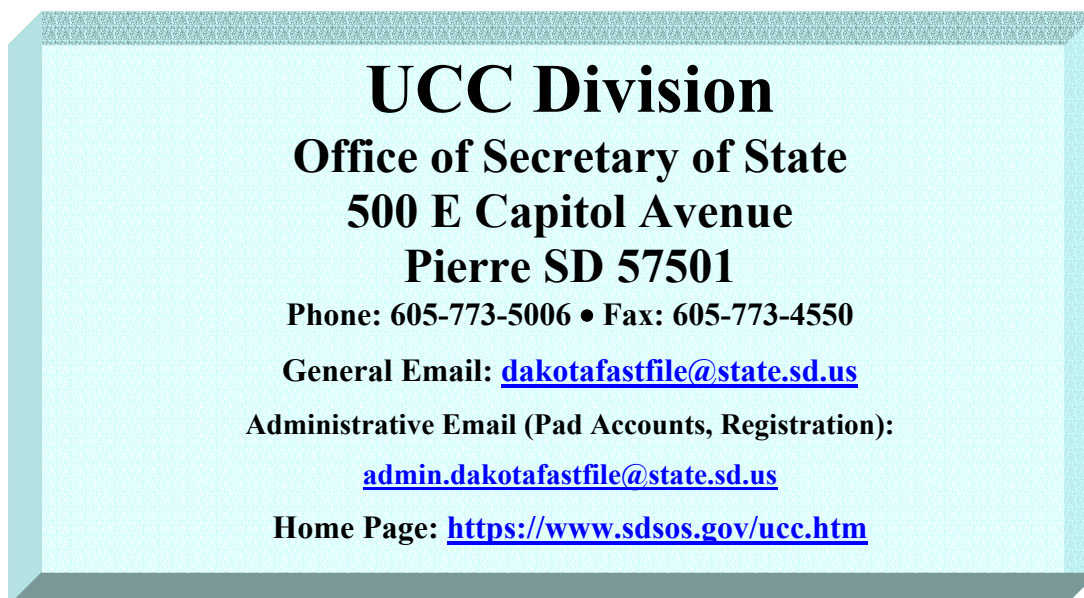
With Dakota Fast File, the institution will have immediate access to the original filing. In order to receive a copy of an original paper UCC filing made in the Secretary of State's office, an institution must request a copy of the microfilmed original. With Dakota Fast File, the document will be immediately accessible through the computer in your office.

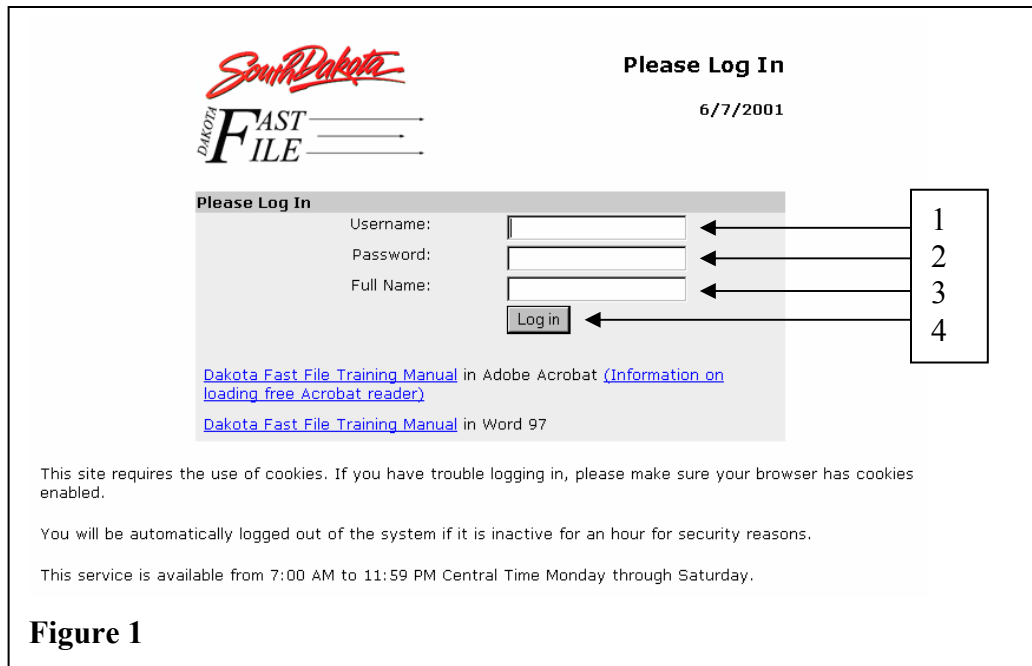
Minimum requirements for Dakota Fast File

The minimum requirements for the program are Netscape 6.0 or higher or Internet Explorer 5.5 or higher. The program will work with any platform, such as Windows, Mac, and Unix.

Questions answered

If you have any questions, please contact the Secretary of State UCC Division:





Access to Log In Screen

Pictured above is the Dakota Fast File **Log In** Screen.

It is accessed through <https://www.state.sd.us/sos/ucc.htm>.

Subscription Form

You must be a subscriber to use this system. The

Subscription Form is located at [https://www.state.sd.us/sos/ucc/Dakota Fast File.htm](https://www.state.sd.us/sos/ucc/Dakota%20Fast%20File.htm)

Enter Username, Password, Full Name -

1. **User Name** - If you do not have a Password or Username you must contact Shelley Pitlick at the Secretary of State's Office at 605-773-5006 before using the system. The Password and Username are not case sensitive. Both will be assigned by the South Dakota Secretary of State's office. The User Name will be your name abbreviated as needed.
2. **Password** - The password name cannot be more than 20 letters and numbers, with no spaces or special characters. You may suggest a password.
3. **Full Name** – The **Full Name is the actual name of the person using the program.** It includes your first and last name and middle initial if desired. It is your actual name and is entered with upper and lower case and spaces between the first and last names. Example: John J. Jones.
4. Then click **Log In** ←

Note: This site requires the use of cookies. If you have trouble logging in, make sure your browser has cookies enabled. See the next page for instructions.

Enabling Cookies

Steps for enabling cookies in various browsers

Internet Explorer 6

1. Open Internet Options (Tools -> Internet Options)
2. Click the 'Privacy' tab
3. Move the slider to select a privacy setting for the internet zone.
4. Select Medium
5. Click 'Ok'
6. Restart the browser



Netscape 6

1. Click 'Edit -> Preferences'
2. Click the arrow next to 'Privacy & Security'
3. Click on 'Cookies'
4. In the 'Cookies' panel, click on 'Enable all cookies'
5. Hit OK
6. Restart the browser

Error Message

*** Your account currently has \$200.00.**



The screenshot shows a web form titled "File new UCC/EFS". Below the title is a label "Number of Debtors" followed by a text input field containing the number "2". To the right of the input field is a button labeled "go". A blue "Help" link is visible in the top right corner of the form area.

Figure 2

WARNING: Error Message * Your account currently has \$200.00.

If you have less than \$200 in your account, there will be an error message in red with an asterisk above and to the left of the File new UCC/EFS as pictured above. You will need to contact the UCC Division, Secretary of State's Office at 605-773-5009 to deposit money into your account by credit card or mail a check to the UCC Division, Secretary of State Office, 500 E. Capitol Ave., Pierre SD 57501.

WARNING: If you enter the information for a filing and there is not enough money in your account, the filing will be lost and you will need to start again. You will also see the amount in your account on each receipt.

Security concerns

For security reasons, you will be automatically logged out of the system if it is inactive for 4 hours. Also, for security reasons, remember to **logout** when you leave your desk. You may be logged into an **unlimited amount of sessions** at the same time in order to work on various filings simultaneously.

Dakota Fast File is available 24 hours a day 7 days a week.

Dakota Fast File Main Menu

Main Menu for

5. **6.** **7.**

[main](#) [master list](#) [tickler](#) [renew](#) [logout](#)

File New UCC/EFS [Help](#)

1. ☒ Dakota Fast File ☐ Cheyenne River Sioux Tribe ☐ [County](#) Number of Debtors:

UCC 3 [Help](#)

2. Type: Record ID:

Revised Article IX Std Search [Help](#)

Type: Search:

Soundex Search [Help](#)

Type: Search:

Certified Search [Help](#)

Type: Search:

4. **Collateral Description Templates** [Help](#)

[Add New](#) Edit:

Figure 3

From this site link to all areas of Dakota Fast File to -

1. File a new UCC or UCC/EFS – Default is 2 debtors.
2. File a UCC3 (Continuation, Amendment, Assignment, Termination)
3. Conduct a UCC2 (Search)
4. Add a new Collateral Description Template or edit an existing template
5. Search the Tickler System for your filings
6. Renew a subscription
7. Logout

Searches

Probably one of the first features of Dakota Fast File you will use will be the **Search** feature. For that reason we are going to step you through the **Search** procedure now, before detailing how to file UCC documents.

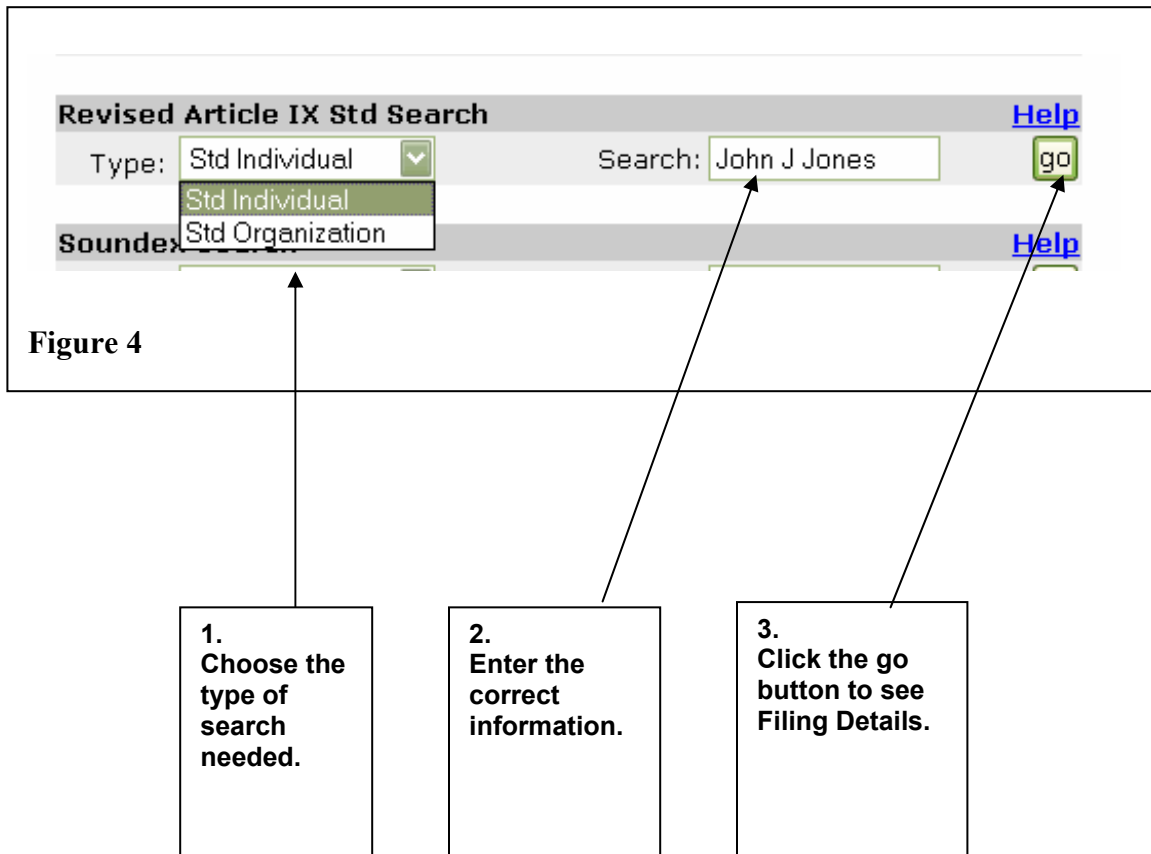
Searches may be conducted from the Main Menu by entering the *Document History*, *Document ID*, *UCC Debtor ID*, *EFS Debtor ID*, *Name*, *Company Name*, *Std Individual* or *Std Organization*. You may conduct a simple search free of charge anytime, and receive **Filing Details**.

Two types of searches:

1. No charge request for a filing details page.
2. UCC2 Certified Search with fee.


However, there is a charge for a **UCC2 Certified Search**. You will note many places in Dakota Fast File where you may request a **UCC2 Certified Search**. Click on the link and start the process for a **UCC2 / Certified Search** at any of those locations.

Searches from the Main Menu



Searching by name from the Main Menu

Using Soundex



Search [Help](#)

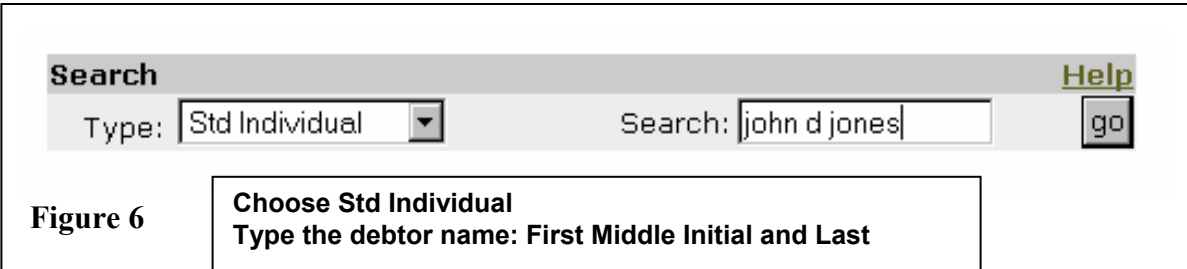
Type: Search:

Figure 5

If searching by name, use the same process.

1. Enter the type of search.
2. Enter the name.
3. Click go.

Using Standard Search Logic



Search [Help](#)

Type: Search:

Figure 6

Choose Std Individual
Type the debtor name: First Middle Initial and Last

Error messages when searching

You will receive a red error message if you do not enter the correct information.



Search [Help](#)

Type: Search:

The
Tax number or SSN is not valid.

Figure 7

When you receive an error message you will need to click the computer's Internet back arrow at the top left of your screen to return to the former screen or enter the correct information and press Continue.

Using Soundex to search by name

South Dakota
FAST FILE

[main](#) [tickler](#) [renew](#) [logout](#)

Name searches can be entered either <LastName> or <LastName>, <FirstName>

debtors

501-00-0100 PO BOX 7	JONES, ALBERT PIERRE	UCC search EFS search	SD 57501-
456-25-3201 FAIRBORN LANE	JONES, ANNA J MEADOW	UCC search EFS search	SD 57644-0302
503-84-7886 RR 1 BOX 56	JUHNKE, BARRY PARKSTON	UCC search EFS search	SD 57366-
999-88-7777	JONES, BILL PIERRE	UCC search EFS search	SD 57501-

Figure 8

Soundex

Soundex was established by the National Archives to index the U.S. censuses. It codes together surnames that sound similar but have different spellings. Soundex codes begin with the first letter of the surname followed by a three-digit code that represents the first three remaining consonants. That is why when you ask for Jones, you also get Juhnke. Both start with J and sound like 'juh'.

Using Standard Search Logic to search by Standard Individual




Figure 9

Search results are produced by the application of standardized search logic to the name presented to the filing officer. The following apply to searches:

There is no limit to the number of matches that may be returned in response to the search criteria;

No distinction is made between upper and lower case letters;

Punctuation marks and accents are disregarded; and

Words and abbreviations at the end of a name that indicate the existence or nature of an organization as set forth in the [Ending Noise Words](#).

The word "the" at the beginning of the search criteria is disregarded;

All spaces are disregarded;

For first and middle names of individuals, initials are treated as the logical equivalent of each name that begin with such initial, and first name and no middle name or initial is equated with all middle names and initials. For example, a search request for "John A. Smith" shall cause the search to retrieve each filing against each individual debtor with "John" or the initial "J" as the first name, "Smith" as the last name, and with the initial "A" or any name beginning with the letter "A" in the middle name field. If the search request were for "John Smith" (first and last names with no designation in the middle name field), the search shall retrieve each filing against individual debtor with "John" or the initial "J" as the first name, "Smith" as the last name and with any name or initial or no name or initial in the middle name field; and

After using the preceding rules to modify the name to be searched the search shall reveal only the name of each debtor that is contained in unexpired financing statements and, exactly match the name requested, as modified.

Search Results showing Debtor's Filings

South Dakota

Debtor's Filings

Using Soundex Search

[main](#) [tickler](#) [renew](#)

JONES, ALBERT 501-00-0100

Listed Filings

Record ID	Old Rec ID	Roll	Filing Date
Secured Party (Assignee)		Collateral	UCC Lapse Date
<input checked="" type="checkbox"/> 20011411270042		9999	5/21/2001
BANK EAST			
		Long Description	5/20/2006

[View Printable History of all Checked](#)

Search [Help](#)

Type: Search:

Figure 10

This screen displays the search results. You may link to Filing Details through this link.

This link reveals the UCC Collateral Description.

You may also view the printable history from this screen or search for another filing.

Using Standard Search Logic

South Dakota

FAST FILE

Std Individual Debtors

[main](#) [tickler](#) [renew](#) [logout](#)

Individual searches can be entered like <LastName> or <FirstName> <LastName> or <FirstName> <MiddleInitial> <LastName>

debtors

500-50-5000	JOHN JONES	UCC search	EFS search
1234 S CENTER	MADISON	SD	57042-

Search [Help](#)

Type: Search:

Figure 11

Debtor's Filings

This screen may give you the information you need or may be only a stepping stone to getting more information. From this screen you can conduct another search or link to the various locations to receive more information.

Search results showing the Filing Details

South Dakota
FAST FILE

[main](#) [tickler](#) [renew](#) [logout](#)

Filing Details

General Filing Information

Filing Entity:	Dakota Fast File
Filing Source:	Electronic
Record ID:	20011411070001
Roll Number:	9999 - Electronic Filing
File Date:	5/21/01 10:00:00 AM
Entry Date:	5/21/01
UCC Lapse Date:	5/20/06
EFS Lapse Date:	5/20/06
# attachments:	0
Receipt Number:	000000006787
Status:	Audited

UCC ☒ EFS ☒

Secured Party Information

BANK EAST
1234 WHITE STREET
PIERRE SD 12345 - 6789

Debtor Information [Show UCC 2 Certified Search](#)

ALBERT JONES
501 - 00 - 0100
PO BOX 7
PIERRE SD 57501 -

UCC Collateral [View Collateral](#)

☒ Proceeds Covered ☒ Products Covered

EFS Collateral Descriptions

Product	Year	Quantity	County	Location
5101-sheep & lambs	ALL	ALL	9-Lawrence	LOCATION HERE

Proceeds Paid to Debtor ☒ Proceeds Paid to Secured Party ☒

[View History](#)

UCC3 [Help](#)

Type: Record ID: 20000951170001

UCC3 [View History](#) [Help](#)

Type: Record ID: 20000951170001

Figure 12

This screen appears after you link to the Document ID number

Click this link and View Collateral

Click this link to conduct a UCC2 Certified Search

Note EFS Collateral Descriptions here.

You may Continue, Amend, Assign, or Terminate the filing from this screen also.

UCC2 Certified Search

Requesting a UCC2 Certified Search

Debtor Information

ALBERT JONES
501 - 00 - 0100
PO BOX 7
PIERRE SD 57501 -

[Show UCC 2 Certified Search](#)

Figure 13

Anytime you see this link, you may request a Certified Search. There is a charge for this feature.

South Dakota FAST FILE

[main](#) [tickler](#) [renew](#) [logout](#)

Select Record Type to Search For:

There is a cost associated with doing a UCC 2 Certified Search for debtor: 501-00-0100, would you like to continue?

Back to the Main Menu?

UCC 2 Certified Search

Select the type of search.
Active / Non-active
Active / Non-active
Active
Non-active

Figure 14

You must choose Continue to receive a Certified Search.

Receipt for UCC2 Certified Search

South Dakota

Brule County

Receipt

9/20/2002

[main](#) [master list](#) [tickler](#) [renew](#) [logout](#)

Please print this receipt for your records

Receipt number 9456
PAD 999999
Beginning Balance \$9,347.00
Record ID Cost \$10.00
New Balance \$9,337.00

Figure 15

Note the fee and the Pad Account Balance.

Before seeing the results of the search, you will receive a Receipt. Print this for your records. Then click View Results.

Print the receipt and attach it to the UCC2 Certified Search for your records.

Viewing a UCC2 Certified Search

Your UCC2 Certified Search Results will be similar to this screen.

PRINT THIS DOCUMENT FOR YOUR RECORDS.

UCC 2 Certified Search

[main](#) [tickler](#) [renew](#) [logout](#)

Please print this page for your records.

Debtor ID: 501-00-0100 **Name:** JONES, ALBERT

The following UCC 1 statements are on file for this debtor:

	Secured Party	Assignee
ID: 20011411270002	BANK EAST	
Old ID:	1234 WHITE STREET	
File Date: 5/21/2001		
Expires: 5/20/2006	PIERRE, SD 12345-6789	
Active	Amendments: 0 Releases: 0	
ID: 20011411070001	BANK EAST	
Old ID:	1234 WHITE STREET	
File Date: 5/21/2001 10:00:00 AM		
Expires: 5/20/2006	PIERRE, SD 12345-6789	
Active	Amendments: 0 Releases: 0	

The undersigned filing officer hereby certifies that the above listing is a record of all presently effective UCC financing statements which name the above debtor and which are on file in my office as of 04 PM, APRIL 09, 2000. The Secretary of State and the filing officer hereby disclaim responsibility in this record search and certification for other than the specifically named debtor cited in your request for information.

Date: 4/9/00

Joyce Hazeltine,
Secretary of State
State of South Dakota

Note the information you receive from this UCC2 Certified Search.

This section verifies the document is a UCC2 Certified Search.

Figure 16

UCC2 Certified Search Results

During a UCC2 Certified Search, all Secretary of State UCC documents are searched, including documents from Dakota Fast File and paper filings.

Searching for a Record ID

After 1-2 days you will need to perform a search on the filing to get the county recording information. To perform a search on the Record ID you will need to go to the Main Menu and perform a Soundex Search for the Record ID.

Select RECORD ID from the pop up menu.

Soundex Search

Type: Search:

Certified

Type: Search:


Collateral

Type: Search:

Type your RECORD ID number in and click on GO.

Figure 17

Collateral and Collateral Templates



main [master list](#) [tickler](#) [renew](#) [logout](#)

File New UCC/EFS [Help](#)

☒ Dakota Fast File

☐ Cheyenne River Sioux Tribe Number of Debtors:

☐ County

UCC 3 [Help](#)

Type: Record ID:

Revised Article IX Std Search [Help](#)

Type: Search:

Soundex Search [Help](#)

Type: Search:

Certified Search [Help](#)

Type: Search:

Collateral Description Templates [Help](#)

[Add New](#) Edit:

AG. 1

BLANKET AGRICULTURE

Assign of Lease & Rents

Blanket Business

EQUIPMENT

blanket ag

MOBILE HOME

Farm Credit Service Template

To add a new template, click **Add New** for a new screen

Figure 18

Only templates for your institution will appear here when you log in. It is important to make your descriptions easy to understand.

To edit a template choose one from the drop down box and click Edit.

Multiple Collateral Description Templates

South Dakota
FAST FILE

[main](#) [tickler](#) [renew](#) [logout](#)

Short Description:

Collateral Description:

Use this short description to find your template later.

Type your Template Description here or cut and paste it from Word/WordPerfect.

Add New Help

Figure 19

This area of Dakota Fast File is designed to allow you to enter **Multiple Collateral Description Templates**. These templates are customizable. You may edit or change them as you wish. The templates entered by you are only available to your institution. You will not see templates entered by other Dakota Fast File institutions. Any changes to your templates will not affect any prior filings. You may add template details by opening the existing file in Word and copying and pasting the data to the template area. This will save typing time.

We recommend you set up several Collateral Description Templates before filing UCC documents with Dakota Fast File.

Add New

To **Add** a template to the system, select the **Add New** link.

Edit

To **Edit** an existing collateral description, select the description from the list and click Edit. The screen will display the description and information for the selected Collateral Template.

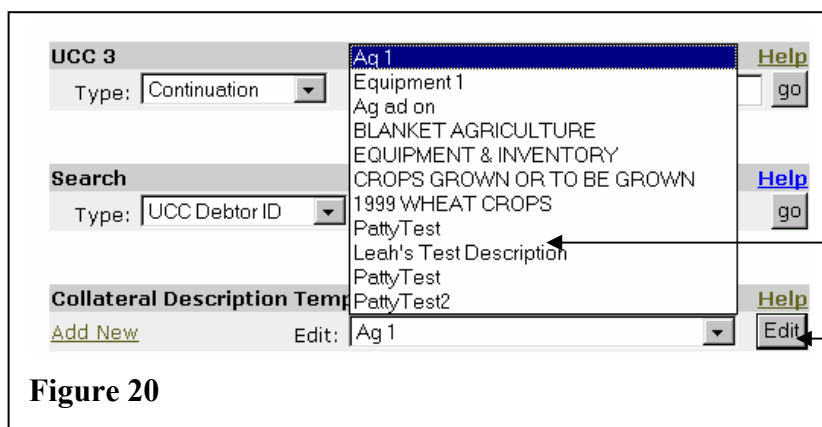
Adding Collateral Templates

It is not necessary to use a template in Dakota Fast File, but it may save time. Both the **Short Description** and the **Collateral Description** sections are required prior to saving the template. Be sure to be descriptive in the Short Description, because this is the name that will be displayed in the drop-down box when you need to find the template.

Collateral Descriptions may be long and detailed, so you may want to copy the information from a word processing document you have already prepared. If you have the **Collateral Description** in Word or WordPerfect, open the existing document and *Select All* of the desired text. Select text by clicking and dragging the mouse through text. To *Select All* in Word hold down the **CONTROL** key and press the **A** (all) key. You may also *Select All* with the tool bar, using Edit and then *Select All*. To select with your mouse, drag the mouse over the section you want to copy. Once you have highlighted the text, hold down the **Control** key and press **C**. This will copy the text into the computer's buffer. Then switch back to the Collateral Description screen. You may use **ALT, TAB** to move to between programs. Then click your mouse in the text area box. Now hold down the **CONTROL** key and press the **V** key to paste the text. You may edit the text now. To **Save** the new template, click the **Add New** button.

CTRL-A - Select All
CTRL-C - Copy
CTRL-V - Paste
ALT,TAB-Jump to
different program

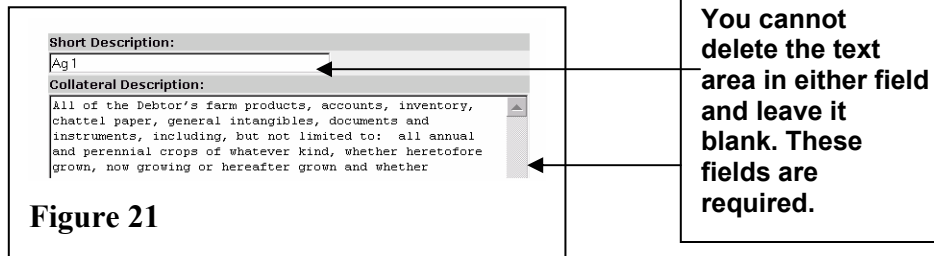
At this point, the template is saved and you are moved to the Main Menu. There is no message to let you know that your template is saved. You may want to go to the Collateral Description Template area and view the template list.



Note that your new template has been saved. If you want to preview the saved version, choose the template name from the list and then click the Edit button.

Editing Collateral Templates

The Collateral Description template you have selected to Edit will not change any previously stored descriptions on any documents stored in the system. You can change either the Short Description or the Collateral Description text.

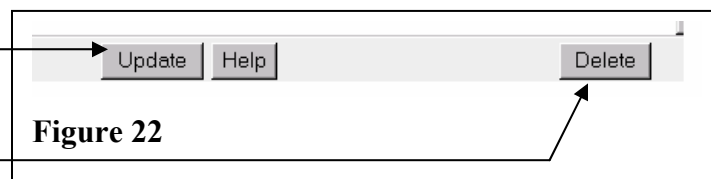


If you have the **Collateral Description** in a **Word or WordPerfect document**, open the existing document in Word/WordPerfect and select all of the desired text. Select text by clicking and dragging the mouse through text. Once you have highlighted or selected the text, hold down the **CONTROL** key and press **C**. This will copy the text into the computer's buffer area. Next switch back to the Collateral Description screen by holding down the **ALT** key and pressing **TAB** and clicking in the text area box. Now hold down the **CONTROL** key and press the **V** key; this will paste the text into the area. If you choose only to view the template, but not to edit it, you must still click **Update** or move back with your browser Back button to continue the filing process.



Deleting Collateral Template

Once you have finalized the changes click the **Update** button. To delete a Collateral Description, use the **Delete** button.



After editing or deleting the template you are moved to the **Main Menu**. There is no message to let you know that your template is updated or deleted. You may want to go to the Collateral Description Template area and preview the updated template or check the list of templates to see if it was deleted.

Sample Collateral Descriptions

Following are two samples of collateral descriptions.

SAMPLE 1: All of Debtor's farm products, accounts, inventory, chattel paper, general intangibles, documents and instruments, including, but not limited to: all annual and perennial crops of whatever kind, whether heretofore grown, now growing or hereafter grown and whether heretofore grown, now growing or hereafter grown and whether harvested or unharvested (including, but not limited to corn, soybeans, wheat, alfalfa, milo, rice, cotton and sunflowers), all products of such crops in their unmanufactured states and all warehouse receipts or other documents (negotiable or non-negotiable) issued for storage of such crops; all feed, seed, chemicals, fertilizer and other supplies; and all entitlements and payments (whether in cash or in kind) arising under governmental agricultural subsidy, deficiency, diversion, disaster, conservation, or similar or related programs; all crop insurance payments and indemnities; all rebate and patronage dividends.

SAMPLE 2: All of such Collateral described in subparagraphs (a), (b), and /or (c) is collectively referred to in this Agreement as the "Collateral". Collateral shall also include all additions, replacements, increases, issues, attachments, repairs and substitutions of, to and for all of the Collateral, and all accessories, accessions, parts and equipment now or hereafter affixed thereto or used in connection therewith and the proceeds (including, but not limited to, insurance proceeds) and products from all such Collateral. Collateral shall include items described above, wherever located, whether now or hereafter acquired, and whether now existing or hereafter arising. The grant of a security interest in proceeds shall not be construed to mean that Secured Party consents to any sale or other disposition of the Collateral. This security agreement covers crops now growing. This security agreement also covers future crops to be grown in current year or any year hereafter.

WARNING: When you insert a template into the Collateral Description of your UCC filing, it overrides all other information in that section. You may make corrections or additions after you have inserted a template, but you may not use two templates at the same time. For that reason, you may want to prepare several possible templates.

Now that you have completed your **Collateral Description Templates** you are ready to file a UCC/EFS document.

To File a New UCC/EFS

From Main Menu you can select the type of filing, the number of debtors, and click go to create a new UCC/EFS.

The default is Both. You must un-check one if you are not filing both.

Figure 23

This information will be entered automatically according to your Pad Account and Log In information.

File New UCC/EFS

Under the File New UCC/EFS you can select the type of filing and number of debtors. Dakota Fast File is the default. Filings for Cheyenne River Sioux Tribe should click on the circle next to Cheyenne River Sioux Tribe. County filings should click the circle next to County and select the county name from the drop down box.

General Information

Under the **General Filing Information** note that both UCC and EFS are checked. This is the default setting. You will need to un-check one if that is your choice.

Secured Party Information

Secured Party Information is automatically entered according to what you have registered with the Secretary of State's Office. In order to change this information you will need to contact the Secretary of State's Office. *If you change your **Secured Party Information** it will not change previously filed documents, except by completing an amendment on each previously filed document.* We have taken the liberty to pre-populate your information into the Secured Party area. You have the ability to change any and all information in this section. If you would like to change your information permanently, you need to contact the Secretary of States Office directly and they will be able to assist you.

(admin.dakotafastfile@state.sd.us or 605-773-5006)

The screenshot shows a web form titled "Assignee Information" with a "Help" link. The form contains the following fields: "Name" (a single-line text box), "Mailing Address" (a multi-line text box), "City" (a single-line text box), "State" (a dropdown menu), and "Zip" (a single-line text box with a hyphen). Below these fields is a radio button labeled "Total Assign" which is selected. A note below the radio button states: "For Partial Assignments, contact the Secretary of State's Office". A large rectangular area on the right side of the form is redacted with a white box. An arrow points from the text "Figure 24" to the "Total Assign" radio button.

Assignee Information [Help](#)

Name
[Redacted]

Mailing Address
[Redacted]

City [Redacted] State [Redacted] Zip [Redacted] - [Redacted]

☒ Total Assign
For Partial Assignments, contact the Secretary of State's Office

Figure 24

Assignee Information

If all of the collateral is to be assigned, and list the name and address of the assignee in the appropriate space. During a New Filing it is possible to make an assignment immediately. Should you decide to make an Assignment, all fields are required.

Assignment

Partial Assignments are not available for UCC1 documents. To complete a **Partial Assignment for a UCC3**, you must file via paper recorded in the Secretary of State office.

Debtor Information

The number of debtors listed in the input box on the main screen, enables you to determine in advance the number of debtor information you will be entering on this screen. You will not be held to this particular number of debtors because you will have the ability to add more or leave the additional debtor information blank if not needed.

You may leave any Debtor Information blocks empty to remove extra debtors.

Debtor Information # 1 [Help](#)

First Name	MI	Last Name	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

SSN:
 - -

OR

Organization Name

Organization Type:	Organization Jurisdiction:	Organization ID:
<input type="text"/>	<input type="text"/>	<input type="text"/>

TaxID:
 -

Mailing Address

City

State

Zip
 -

Use address from debtor 1: ☒

You may enter an individual name or organization name, NOT BOTH, but you may use a SSN instead of a Tax ID with a company name or you may use a Tax ID with an individual name.

Figure 25

Enter all information needed and verify all information for accuracy and correct spelling. Information will be entered and any error in the debtor's name, social security number, taxpayer ID number or EFS codes will result in reporting errors. Complete the debtor's proper given name, complete address and social security number. If the debtor is a partnership, corporation, tradename, etc., the IRS Taxpayer ID number, type of organization, jurisdiction of organization, and organizational ID number, must also be listed.

The debtor's proper name should be listed exactly the same on all filings.

Use address from debtor 1: ☒

It's automatic!
Just click the box and the system will enter the same address again for your debtors.

When the box next to "Use address from debtor 1" is checked, the system will automatically enter the address information from Debtor 1 into these areas. You will not see the information entered until you have submitted the screen. You may also choose to enter a different address.

The screenshot shows a form titled "Organization Information". On the left is a dropdown menu for "Organization Type" with options: Chart, CO, CORP, GP, INC, LC, LLC, LLP, LP, LTD. The main form fields include: "Organization Name" (text box), "Organization Type" (dropdown), "TaxID:" (text box with a hyphen), "Jurisdiction:" (text box), "Organization ID:" (text box), and a "Load Org ID" button. Callouts provide the following information:

- Organization ID is the number assigned by the Secretary of State.** (points to the Organization ID field)
- "Jurisdiction of organization" with respect to a registered organization, means the jurisdiction under whose law the organization is organized. This will be entered as a two-letter state code.** (points to the Jurisdiction field)
- If organization name is entered exactly as filed with the Secretary of State, you will be able to Load the Organization ID. However, if nothing appears there may be an error in how the Organization name was entered.** (points to the Load Org ID button)

Figure 26

In filling in the **Debtor section**, you are required to input either the debtor's name along with a Social Security number *or* enter an Organization Name into the organization field, the organization's Tax ID number or the **owner's** Social Security Number, type of organization, jurisdiction of organization, and organizational ID number. Please take care in entering this information as the system has no way to verify their accuracy. **You can search for the organization information on the Secretary of States corporate lookup website www.state.sd.us/applications/st02corplook/corpfile.asp**

The types of organizations are as follows:

Charter	Limited Liability Partnership	Professional Limited
Company	Limited Partnership	Company
Cooperative	Limited	Registered Limited Liability
Corporation	Professional Association	Partnership
General Partnership	Partnership	Reservation
Government	Professional Company or	Sole Proprietorship
Incorporated	Corporation	Trust
Limited Company	Professional Limited	
Limited Liability Company	Liability Company	

For your convenience the system displays the exact number of Debtor input areas you had requested on the main screen. You may make changes to this at any time by selecting Add Additional Debtors. Should you decide not to add as many debtors as you initially thought, leave those areas blank.

Debtor Information continued

Debtor Information #2 [Help](#)

First Name MI Last Name Suffix

Judy Smith

SSN:

444 - 44 - 4444

OR

Organization Name

Organization Type: Organization Jurisdiction: Organization ID:

TaxID: -

Use address from debtor 1: ☒

Mailing Address

City State Zip

SD -

Number of Additional Debtors

You have checked this box, so the address will automatically be added the same as debtor 1 when you continue the filing.

Need additional debtors? Just choose the number needed and click here.

Figure 27

Three ways to enter a Collateral Description

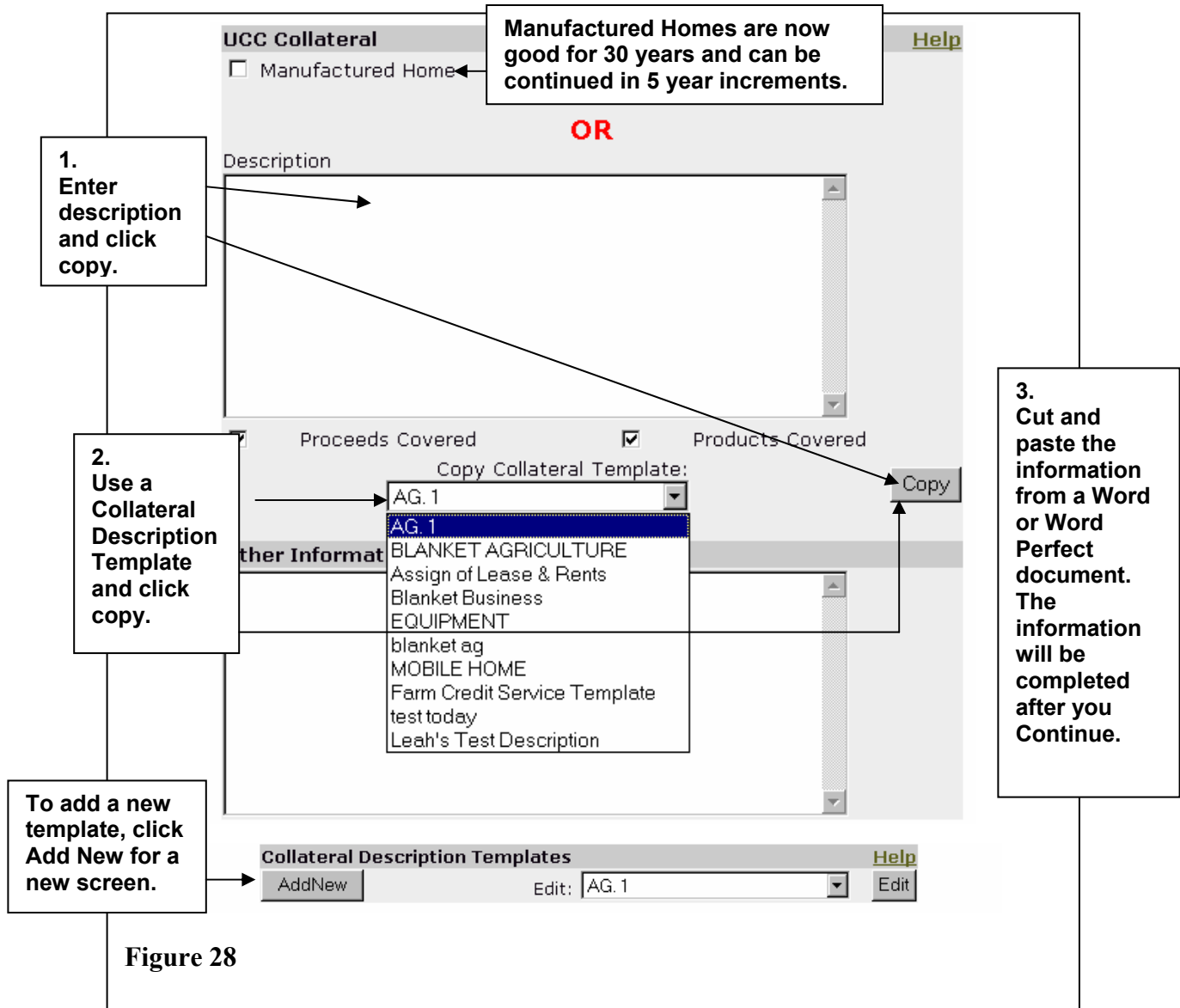


Figure 28

1. **Use a Collateral Description Template.** See instructions on entering a Collateral Description Template. If you have a **Template**, select the description from the drop down box and click **Copy**. The screen will refresh and display the template selected. At this point you may customize the description as needed.

WARNING: Inserting a Collateral Description Template will override all information previously entered into the box. If you want to use a template and change it, you must enter the template and then make changes. See the directions below.

2. **Type the full description in the text area.** When you click the **Continue** button, the information will be pasted into the description area.

3. **Cut and paste it from Word or WordPerfect document.** Highlight the desired text in the **Word or WordPerfect** document and hold down the **Control** key, then press the **C** key. This will copy the information into the computer's buffer. Move back to the Collateral Description area (You may use **Alt, Tab**). Then click once in the text area and hold down the **Control** key and press **V**. This will paste the description into the text area.

Control A - Select All
Control C - Copy
Control V - Paste
Alt Tab-Jump to different program

Once you have completed entering all of the information and you are ready to continue, you will click the **Continue** button at the bottom of the screen and the collateral description will be stored.

Continue

Other Information

Other Information is an area for other information that your company may require.

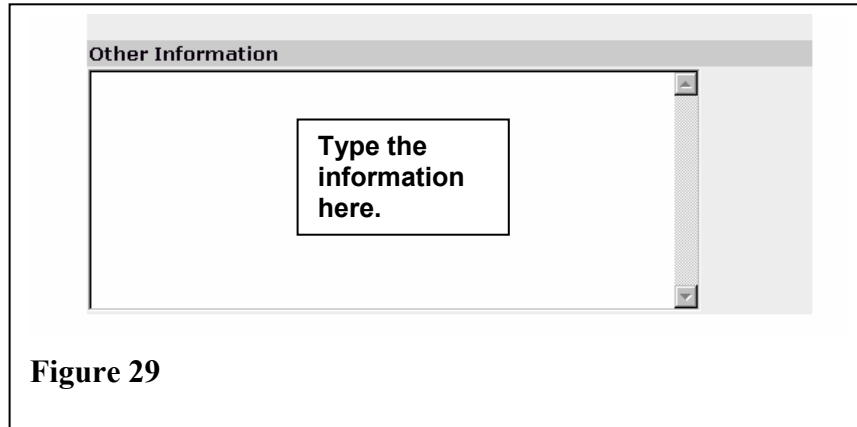


Figure 29

1. Select the product from the drop down list.

2. Default is ALL. Add Year or use ALL.

3. Default is All or add Quantity.

4. Select county from drop down list.

5. Add Location only if desired.

Product and County fields are required

Product	Year	Quantity	County	Location
Select Product	ALL	ALL	Select County	
Select Product	ALL	ALL	Select County	
1001-buckwheat	ALL	ALL	Select County	
1002-spring wheat	ALL	ALL	Select County	
1003-winter wheat	ALL	ALL	Select County	
1005-straw	ALL	ALL	Select County	
2001-barley	ALL	ALL	Select County	
2002-rye (including triticale)	ALL	ALL	Select County	
2003-oats	ALL	ALL	Select County	
2004-sorghum grain	ALL	ALL	Select County	
2005-flaxseed	ALL	ALL	Select County	
2006-safflower	ALL	ALL	Select County	
Select Product	ALL	ALL	Select County	
Select Product	ALL	ALL	Select County	

EFS Collateral Selections

To enter EFS collateral select a **Product** from the list, enter the **Year** and **Quantity**, select the **County** from the list and enter **Location** information. Product and county are required fields. Should either be omitted, the system will display the errors it found after you click **Save**.

- **Product** – Crops or livestock. (required field)
- **Year** - The default setting is **ALL** which covers all years. The year for a crop grown in soil is the year it is harvested or to be harvested. The year for animals is the year they are born or acquired. The year for poultry or eggs is the year they are to be sold.
- **Quantity** – The default setting is **ALL**. Complete the **quantity** with the number of bushels, head of livestock or other commonly used identifier. If "quantity" is **ALL** it covers the entire product.
- **County** - The **County** is the county where the farm product is produced or to be produced. In the case of **stored grain or livestock**, it is the county where the product is located. (required field)
- **Location** - Collateral may be further detailed with the **Location** within the county. It is limited to 40 characters. If **Location** is left blank, the filing is for the entire product in the county.

The screenshot shows a web form with the following elements:

- A table with 4 columns: "Select Product", "ALL", "ALL", and "Select County". There are 7 rows in total.
- Below the table, two checkboxes: "Proceeds Paid to Debtor" (checked with a red checkmark) and "Proceeds Paid to Secured Party" (unchecked).
- A text input field labeled "Number of Additional Collateral rows" with the value "3" entered.
- A button labeled "Add Additional Collateral".
- A button labeled "Continue".

Callout boxes provide additional instructions:

- A box on the left says: "Select Proceeds Paid to Debtor or Secured Party or BOTH." with an arrow pointing to the checkboxes.
- A box below the table says: "Add Additional Collateral here." with an arrow pointing to the "Add Additional Collateral" button.
- A box below the "Add Additional Collateral" button says: "Click Continue – after all information is entered." with an arrow pointing to the "Continue" button.

Figure 31

Add Additional Collateral

As in the Debtor area, you may **add additional collateral** if the default number of 10 items is not sufficient. To add more enter in the number box the additional number of collateral items and click the **Add Additional Collateral** button. The screen will refresh and display the additional options for your input.

Proceeds Paid

You will also need to decide if proceeds will be paid to the debtor, to the secured party or to both. An error message will be shown if one or both of these boxes is not selected.

Once everything has been entered, click the **Continue** button. The system will check for the required fields and display a verification screen for your review.

If you receive an error message, you will need to enter the correct information on that screen and click Continue. (DO NOT use the BACK arrow on your browser. If you do all of your information will be lost.)

Important: Print the Verification and file it with your Receipt. This filing isn't completed until you click Submit at the bottom of page. After submitting, the Receipt will be created. You will want to print and file both documents.



UCC1 / EFS Filing Verification

[main](#) [tickler](#) [renew](#) [logout](#)

This filing isn't completed until you click on Submit at the bottom of the page.

Proof this document carefully.

Please print this page for your records.

General Filing Information

Filing Entity: Dakota Fast File
Filing Source: Electronic
Record ID: 20011581670006
UCC ☒ EFS ☒

Secured Party Information

Bank East
1234 White Street
Pierre SD 12345 - 6789

Debtor Information

John Smith
555 - 55 - 5555
407 N Pierre St
Pierre SD 57501 -

UCC Collateral

All farm products, accounts, inventory, chattel paper, general intangibles, documents and instruments, including, but not limited to: all annual and perennial crops of whatever kind, whether heretofore grown, now growing or hereafter grown and whether harvested or unharvested (including, but not limited to corn, soybeans, wheat, alfalfa, milo, sunflowers and hay), all products of such crops in their unmanufactured states and all warehouse receipts or other documents (negotiable or non-negotiable) issued for storage of such crops; all feed, seed, chemicals, fertilizer and other supplies; and all entitlements and payments (whether in cash or in kind) arising under governmental agricultural subsidy, deficiency, diversion, disaster, conservation, or similar or related programs; all crop insurance payments and indemnities; all livestock, now owned or hereafter acquired, together with natural increase from said livestock; all farm machinery, equipment and tools now owned or hereafter acquired, including any small portable buildings. This intended to include all farm personal property.

☒ Proceeds Covered ☒ Products Covered

Other Information

Other information here.

EFS Collateral Descriptions

Product	Year	Quantity	County	Location
1005-straw	ALL	ALL	8-Davison	

Proceeds Paid to Debtor ☒ Proceeds Paid to Secured Party ☒

< Edit

Submit >

Warning: When you click on the Submit button, the document is filed & cannot be edited without filing an Amendment.

To edit this document.


To Submit this document for payment and filing.

Figure 32

Printing the Receipt

After hitting the **Submit** button, you will see the **Receipt** as below. You will want to **print this for your records**.

Print this Receipt and file with your Verification.



[main](#) [tickler](#) [renew](#) [logout](#)

Please print this receipt for your records


Receipt number 6988		
PAD	999999	
Beginning Balance		\$8,018.00
Record ID	UCC 1 Rec ID	Cost
20011581670006	20011581670006	\$11.00
General Filing Information		
Filing Entity:	Dakota Fast File	
Filing Source:	Electronic	
Record ID:	20011581670006	
Receipt number 6988		
New Balance		\$8,007.00
Search Help		
Type:	<input type="text" value="UCC Debtor ID"/>	Search: <input type="text"/> <input type="button" value="go"/>

Note Balance of Pad Account

Link to this number to review the Filing Details.

Figure 33

By clicking the *(blue and underlined)* [UCC 1 Doc ID](#) number you may access **General Filing Information** on the filed document.



Filing Details

[main](#)
[tickler](#)
[renew](#)
[logout](#)

This screen appears after you link to the Document ID on the Receipt.

General Filing Information

Filing Entity:	Dakota Fast File
Filing Source:	Electronic
Record ID:	20011581670006
Roll Number:	9999 - Electronic Filing
File Date:	6/7/2001 4:00:00 PM
Entry Date:	6/7/2001
UCC Lapse Date:	6/6/2006
EFS Lapse Date:	6/6/2006
# attachments:	0
Receipt Number:	000000006988
Status:	Audited

UCC ☒ EFS ☒

Secured Party Information

BANK EAST
1234 WHITE STREET
PIERRE SD 57501-6789

Debtor Information

JOHN SMITH
555 - 55 - 5555
407 N PIERRE ST
PIERRE SD 57501 -

[Show UCC 2 Certified Search](#)

Click this link and View Collateral

UCC Collateral

[View Collateral](#)

<input checked="" type="checkbox"/> Proceeds Covered	<input checked="" type="checkbox"/> Products Covered
------------------------------------------------------	------------------------------------------------------

EFS Collateral Descriptions

Product	Year	Quantity	County	Location
1005-straw	ALL	ALL	8-Davison	

Proceeds Paid to Debtor ☒
Proceeds Paid to Secured Party ☒

[View History](#)

Click this link to View History

UCC3


Type: Continuation
Record ID: 20011581670006 go

Continuation
 Continuation
 Amendment
 Assignment
 Termination

You may Continue, Amend, Assign, or Terminate the filing from this screen also.

Figure 34

View Collateral



UCC Collateral

[main](#) [tickler](#) [renew](#) [logout](#)

UCC Collateral for 20000031370001

Description

All of Debtor's farm products, accounts, inventory, chattel paper, general intangibles, documents and instruments, including, but not limited to: all annual and perennial crops of whatever kind, whether heretofore grown, now growing or hereafter grown and whether heretofore grown, now growing or hereafter grown and whether harvested or unharvested (including, but not limited to corn, soybeans, wheat, alfalfa, milo, rice, cotton and sunflowers), all products of such crops in their unmanufactured states and all warehouse receipts or other documents (negotiable or non-negotiable) issued for storage of such crops; all feed, seed, chemicals, fertilizer and other supplies; and all entitlements and payments (whether in cash or in kind) arising under governmental agricultural subsidy, deficiency, diversion, disaster, conservation, or similar or related programs; all crop insurance payments and indemnities; all rebate and patronage dividends.


Other Information

NE 10 127 51, SW 33 126 51,

This screen is the link for View Collateral. Note that you may also view the Other Information.

Figure 35

View History



Record History

[main](#) [tickler](#) [renew](#) [logout](#)

Rec ID	Old Rec ID	Roll	Filing Date	Description
20000961170004		9999	4/5/2000	AMENDMENT
20001371470050		9999	5/16/2000	AMENDMENT
20001381670066		9999	5/17/2000	TERMINATION
2000159		9999	6/7/2000	TERMINATION
2000180		9999	6/28/2000	CONTINUATION
2000207		9999	7/25/2000	CONTINUATION
2001032		9999	2/1/2001	CONTINUATION
2001102		9999	4/12/2001	CONTINUATION

Search
Type: [Help](#)

This screen appears when you link to View History.

You may conduct another Search by choosing the Type of Search, typing the Search information and clicking go.

Figure 36

Filing UCC3

With Dakota Fast File you may file a **Continuation, Amendment, Assignment, or Termination** from three areas:

1. From the **Main Menu** you may choose the type of filing from the drop-down box.
2. From the **Tickler System** - If the UCC & EFS expiration date is within 6 months a Continuation is possible. New filings from the Secretary of State's office will be added to the Tickler System every Friday. Dakota Fast File filings are automatically added upon filing.
3. From the **Search System**.


From the Main Menu

The screenshot shows the 'Main Menu for' interface of the Dakota Fast File system. At the top left is the 'South Dakota DAKOTA FAST FILE' logo. To the right are navigation links: 'main', 'master list', 'tickler', 'renew', and 'logout'. Below these are three main sections: 'File New UCC/EFS', 'UCC 3', and 'Revised Search'. The 'File New UCC/EFS' section has radio buttons for 'Dakota Fast File' (selected), 'Cheyenne River Sioux Tribe', and 'County' (with a dropdown menu showing 'Brule'). It also has a 'Number of Debtors' field with '2' and a 'go' button. The 'UCC 3' section has a 'Type:' dropdown menu with 'Continuation' selected, a 'Record ID:' field with '2000003137000', and a 'go' button. The 'Revised Search' section has a 'Type:' dropdown menu with 'Continuation' selected, a 'Search:' field, and a 'go' button. Three numbered boxes at the bottom provide instructions: '1. Choose the type of UCC3 from the drop down box.' (pointing to the UCC 3 Type dropdown), '2. Enter the Record ID.' (pointing to the Record ID field), and '3. Click the go button.' (pointing to the go button in the UCC 3 section).

Figure 37

1. Choose the type of UCC3 from the drop down box.
2. Enter the Record ID.
3. Click the go button.

From Tickler System



Tickler
[main](#) [tickler](#) [renew](#) [logout](#)

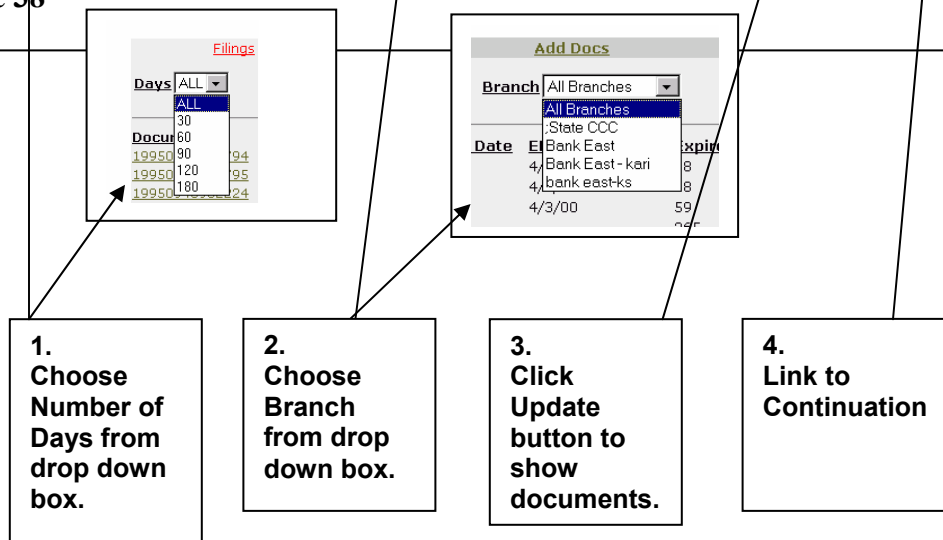
Filings
Add Recs
Remove Recs

Days ALL

Branch All Branches

Record	Debtor	UCC Lapses	EFS Lapses	Days Left	
20000381070001		04/12/2001	04/11/2001	Expired	
19992051111111	LARSON, PATTY	10/12/2001	10/12/2001	108	Continuation
19932010903591	DAKOTA RANCHES	07/19/2003	04/26/2000	753	Continuation
19940700901634	HEGDAHL, BRIAN C.	05/09/2004	04/25/2000	1048	Continuation
19993500970001	REED, THOMAS R	12/15/2004	12/15/2004	1268	Continuation
19993551470001	BOB, ADAM	12/20/2004	12/20/2004	1273	Continuation
20000561670001	SMITH, J	02/25/2005	02/25/2005	1340	Continuation
20000811070001	SWENSON, GEORGE J	03/22/2005		1365	Continuation
20000891070001	POPPINS, MARY L., MS.	03/30/2005	03/30/2005	1373	Continuation

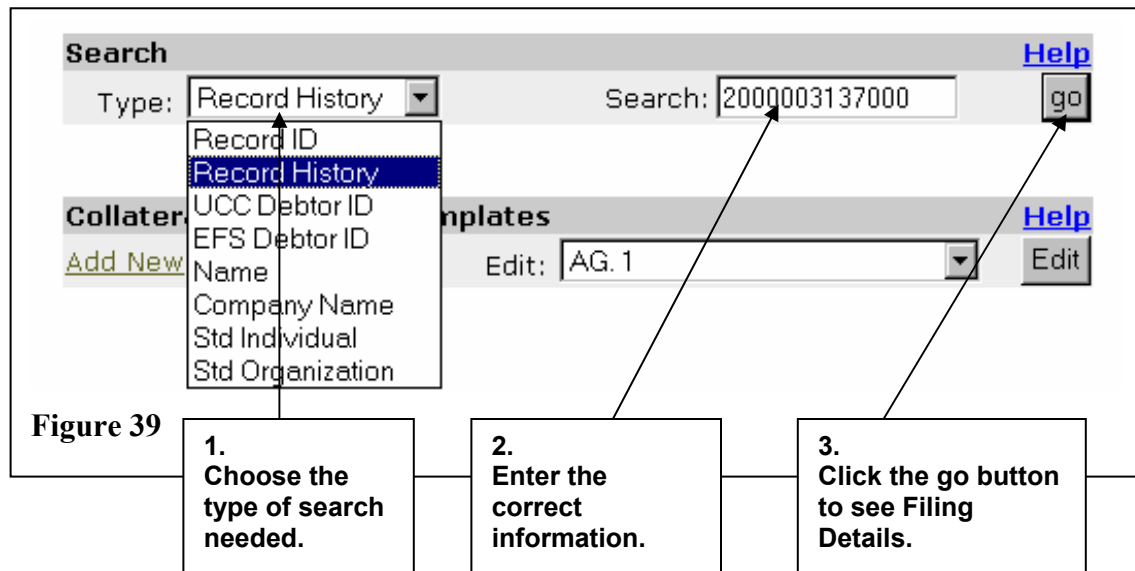
Figure 38



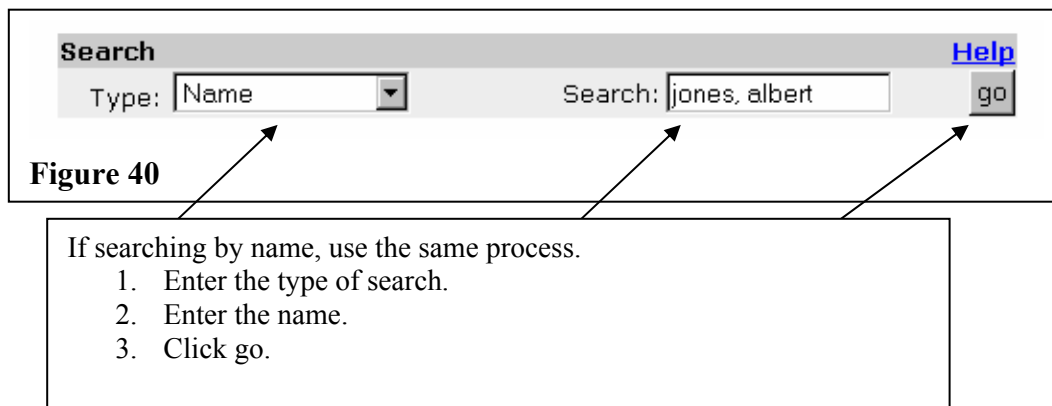
Note: New paper filings from the Secretary of State's office will be added to the Tickler System every Friday. Dakota Fast File filings are automatically added immediately upon filing.

Note: You may only file Continuations - if the UCC expiration date is within 6 months.

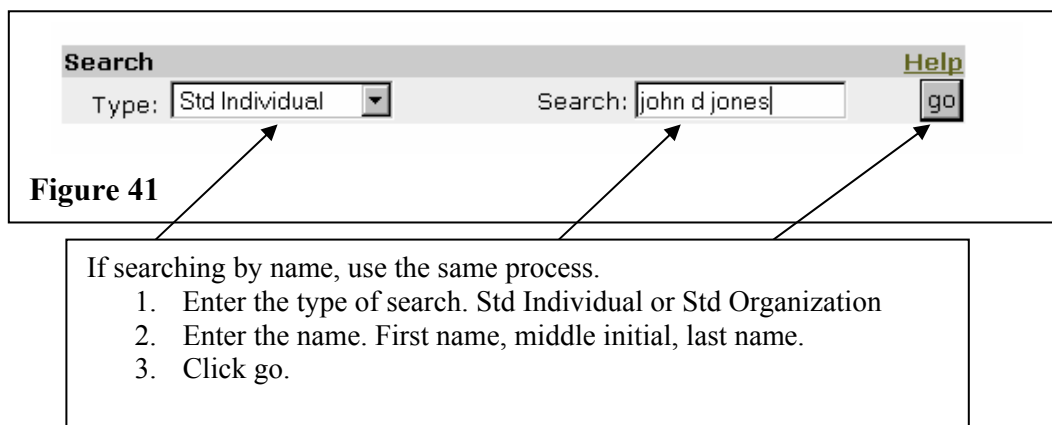
From Search



Using Soundex



Using Standard Search Logic



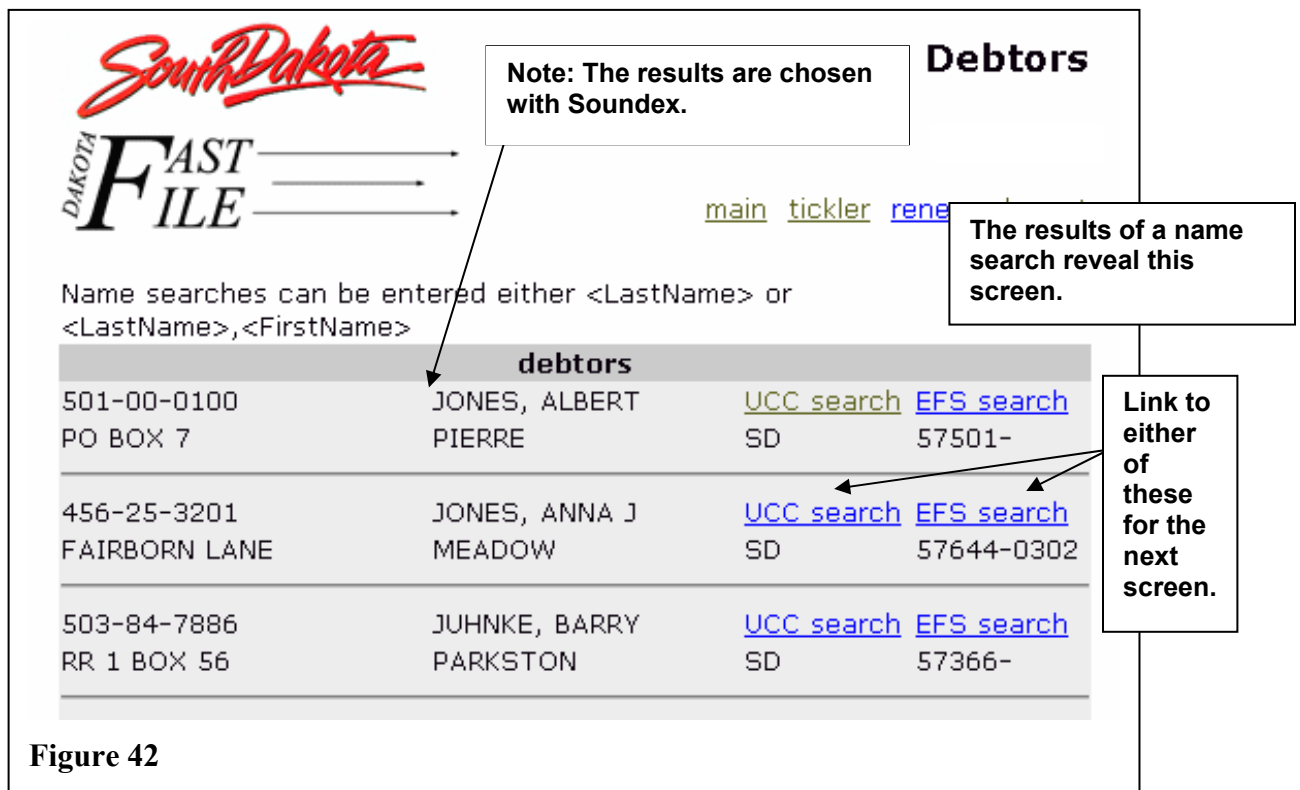


Figure 42

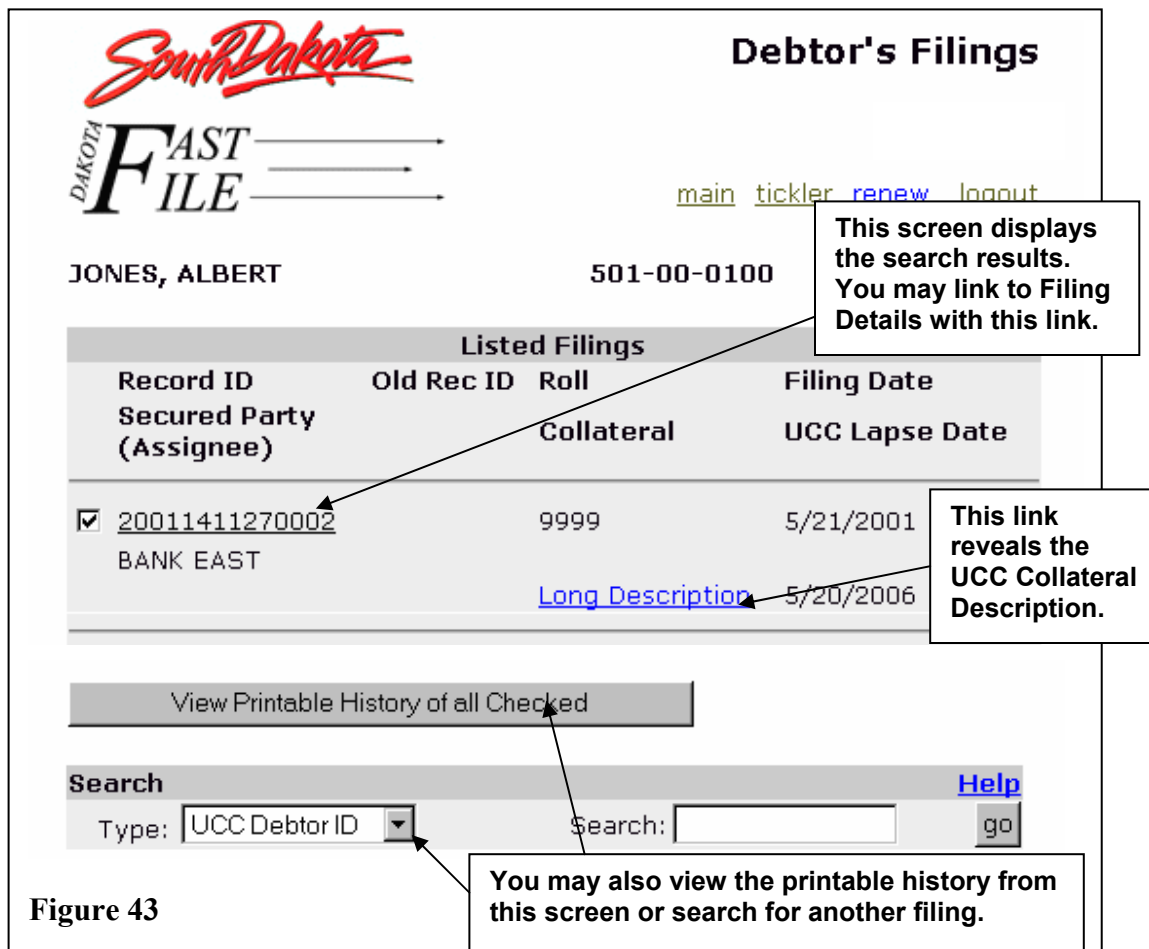


Figure 43

Filing a UCC3

Filing UCC3 documents: Continuations, Amendments, Assignments, or Terminations

The screenshot shows the 'Main Menu for' the South Dakota FAST FILE system. At the top is the 'South Dakota' logo in red script. Below it, 'FAST FILE' is written in large, bold letters, with 'FAST' in black and 'FILE' in red. To the right of the logo, the text 'Main Menu for' is displayed. Below this, there are links: 'main', 'master list', 'tickler', 'renew', and 'logout'. The main content area is divided into two sections. The first section is titled 'File New UCC/EFS' and has a 'Help' link. It contains three radio buttons: 'Dakota Fast File' (selected), 'Cheyenne River Sioux Tribe', and 'County'. To the right of these is a 'Number of Debtors' field with the value '2' and a 'go' button. Below the radio buttons is a 'Brule' dropdown menu. The second section is titled 'UCC 3' and has a 'Help' link. It contains a 'Type' dropdown menu with 'Continuation' selected, a 'Record ID' field with the value '2000003137000', and a 'go' button. Below the 'Type' dropdown is a 'Revised' dropdown menu with 'Continuation' selected. To the right of this is a 'Search' dropdown menu with a 'go' button. Below the 'Search' dropdown is a 'Search' field with a 'go' button.

Whether you start the process at the Main Menu, the Tickler System or through a Search, the process is similar. You will always want to carefully review the **Filing Details** before continuing with any filing. You will always need to again click the **COUNTINUE** button at the bottom of the screen to proceed with the filing.

The process to file **Continuations** and **Terminations** are similar.
The process to file an **Amendment or Assignment** is similar to filing a UCC1.

Changes in Debtor Information

Due to changes made in Revised Article 9, debtor information may not be modified. The original information must remain on file as per 57A-9-519(f)(2). You must use the “**add additional debtors**” option on an amendment to correct or change debtor information. This action will add another indexed debtor (debtor #2 on a single debtor filing) to the filing with the current information and retain the previously indexed information as the original debtor (debtor #1) even though debtor #1 and #2 are the same person.

The form shows a 'Number of Additional Debtors' field with the value '1' and an 'Add Additional Debtors' button.

57A-9-519(f) The filing office shall maintain a capability:

(1) To retrieve a record by the name of the debtor and:

(A) If the filing office is described in § 57A-9-501(a)(1), by the file number assigned to the initial financing statement to which the

record relates and the date and time that the record was filed or recorded; or

(B) If the filing office is described in § 57A-9-501(a)(2), by the file number assigned to the initial financing statement to which the record relates; and

(2) To associate and retrieve with one another an initial financing statement and each filed record relating to the initial financing statement.

To **remove a debtor** from a filing you must file an amendment and indicate the debtor's name to be removed in the "other information" box. The amendment would indicate that the debtor was removed from the original filing. However, the debtor's name would not be removed from the filing system as per SDCL 57A-9-519(g). You would have to check the amendment to find any changes made to the original filing.

SDCL 57A-9-519(g) The filing office may not remove a debtor's name from the index until one year after the effectiveness of a financing statement naming the debtor lapses under § 57A-9-515 with respect to all secured parties of record.

Filing an Amendment

When filing an **amendment** it is imperative to

- state whether the information is to be added or changed to correctly report the change or addition
- state correctly all code changes, if the amendment pertains to the EFS portion of the UCC filing

To release a portion of the collateral from an original filing, the collateral to be removed must be listed on an amendment. [SDCL 57A-9-512](#)

Filing an Assignment

If all of the collateral is to be assigned, list the name of the assignee and the address in the appropriate space and select "Total".

Partial assignments must be done directly through the Secretary of States office.

To assign a portion of the collateral, an assignment must be filed on paper at the Secretary of State office indicating which portion of the collateral is to be assigned and to whom. SDCL 57A-9-514

Filing a Continuation


Both the original UCC and the EFS may be continued for another five-year period of time from the original date of filing by a **continuation**. A **continuation** statement may be filed by the Secured party within **six months before the expiration of the five-year period**.

If the UCC expiration date is not within 6 months, you may not file a continuation. You will receive an error message if the Continuation is not allowed. You will have to return to the Main Menu.

***** Due to the EFS and UCC lapse dates, you may not file a continuation for this record.
The UCC lapse date is more than 180 days away.
The EFS lapse date is more than 180 days away.

Continue

If you have entered a **Document ID** that may be continued you will see the UCC3 Continuation screen to print. At this point, you will want to check your information, and then click **Continue**.



UCC3 Continuation

[main](#) [tickler](#) [renew](#) [logout](#)


Please print this page for your records.

General Filing Information	
Filing Entity:	Dakota Fast File
Filing Source:	Electronic
Record ID:	20000071470001
Roll Number:	9999 - Electronic Filing
File Date:	1/7/2000 2:00:00 PM
Entry Date:	1/7/2000
UCC Lapse Date:	6/15/2001
EFS Lapse Date:	6/15/2001
# attachments:	0
Receipt Number:	000000003818
Status:	Audited
	UCC <input checked="" type="checkbox"/> EFS <input type="checkbox"/>

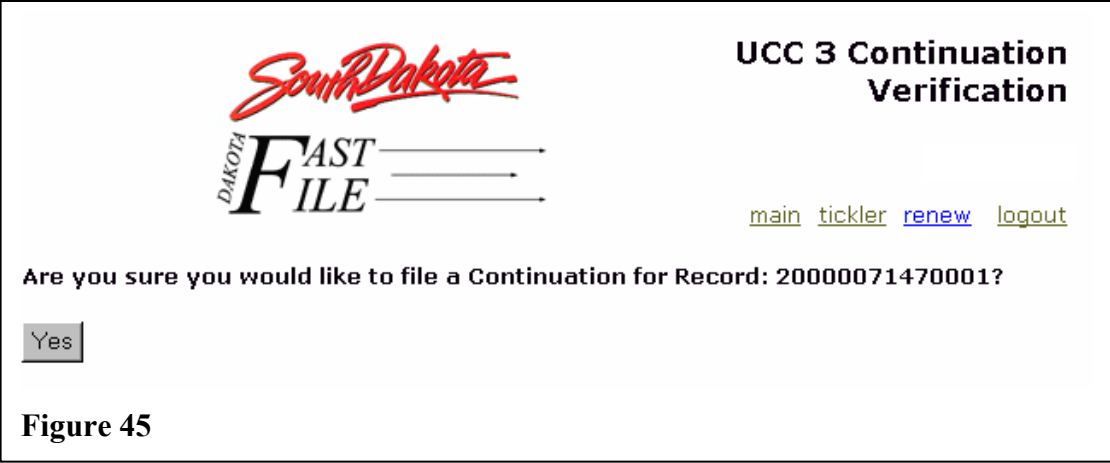
Secured Party Information	
BANK EAST	
1234 WHITE STREET	
PIERRE	SD 12345 -

Figure 44

The Continue button is at the bottom of this screen.



After clicking **Continue** you will want to proofread your information in order to prevent any unwanted continuations. If you are certain you want the Continuation, you will click **Yes**.

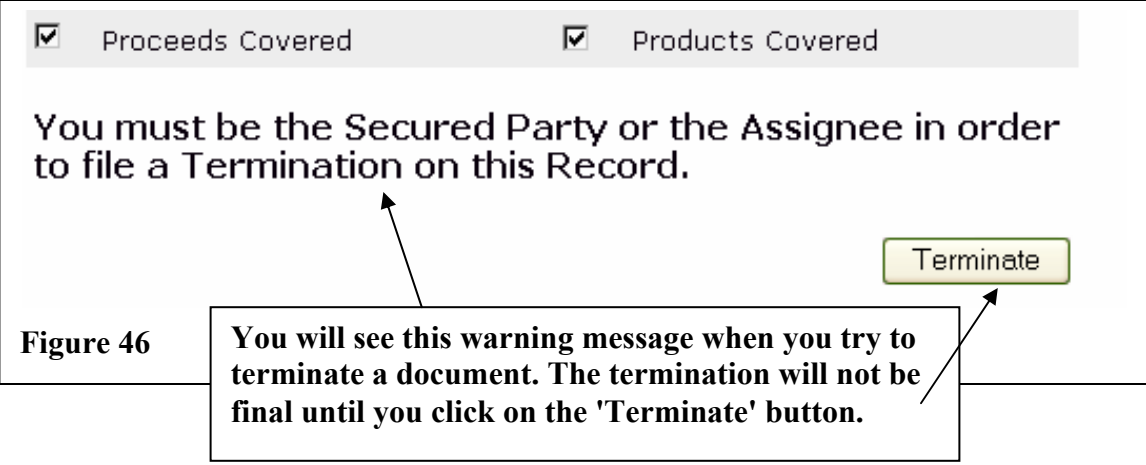


The screenshot shows the 'UCC 3 Continuation Verification' page of the South Dakota FAST FILE system. At the top left is the 'South Dakota FAST FILE' logo. At the top right is the title 'UCC 3 Continuation Verification'. Below the title are links for 'main', 'tickler', 'renew', and 'logout'. The main text asks, 'Are you sure you would like to file a Continuation for Record: 20000071470001?'. Below this text is a 'Yes' button.

Figure 45

Filing a Termination

A secured party must file a termination within one month or within 20 days following written demand by the debtor after there is no outstanding secured obligation and no commitment to make advances, incur obligations or otherwise give value. [SDCL 57A-9-513](#). A termination is filed using a UCC3.



The screenshot shows a warning message during the UCC3 Termination process. At the top, there are two checked checkboxes: 'Proceeds Covered' and 'Products Covered'. The main text reads: 'You must be the Secured Party or the Assignee in order to file a Termination on this Record.' Below this text is a yellow 'Terminate' button. A callout box with an arrow pointing to the warning text contains the text: 'You will see this warning message when you try to terminate a document. The termination will not be final until you click on the 'Terminate' button.'

Figure 46

Renew



Renew Subscribers

[main](#) [tickler](#) **renew** [logout](#)

Your subscription for Dakota Fast File is expiring. Please renew your subscription within 10 days to allow us time to process your request. This will ensure uninterrupted service.

Username = nsprost002		
Name	Lapse Date	1 Yr Extension
Secretary of State	12/29/2001	<input checked="" type="checkbox"/> File <input checked="" type="checkbox"/> Search <input checked="" type="checkbox"/> Tickler

Cost	
File	\$120.00
Search	\$120.00
Tickler	\$120.00

Payment Method	
<input checked="" type="checkbox"/> Deduct from Pad Account	<input type="button" value="Email For Extension"/>
<input type="checkbox"/> Payment Enclosed	
If sending payment, please print this page and mail along with your payment to: Secretary of State, State Capitol, Suite 204, 500 East Capitol Avenue, Pierre, SD 57501	

Figure 47

Renew Subscription

You will renew your subscription to Dakota Fast File at this screen.

Logout

South Dakota
FAST FILE

Please Log In

Please Log In

Username:

Password:

Full Name:

[Dakota Fast File Training Manual](#) in Adobe Acrobat ([Information on loading free Acrobat reader](#))

[Dakota Fast File Training Manual](#) in Word 97

This site requires the use of cookies. If you have trouble logging in, please make sure your browser has cookies enabled.

You will be automatically logged out of the system if it is inactive for an hour for security reasons.

This service is available from 7:00 AM to 11:59 PM Central Time Monday through Saturday.

Figure 48

After clicking logout

After clicking logout you will see the Log In screen as above. Users should log out of the system to prevent another user from completing a filing under their name.

Appendix A - UCC Filing Fees

Basic Fees - Paper Filing

UCC-1/EFS	Financing Statement (One page document, one debtor)	\$20.00
UCC II	Search Request (per debtor name)	\$20.00
	Copy (per page)	\$1.00
	Certified Copy	\$10.00
UCC-3	Continuation/ Amendment/ Assignment (one debtor)	\$20.00
	Termination	No Charge

ADDITIONAL FEES:

Additional Debtor Information	\$2.00 per debtor index
Attachments	\$4.00
Mobile Homes	\$30.00
Transmitting Utility (mortgage)	\$1.00 per page
County Recordings (UCCI and Terminations)	\$10.00

NOTES:

- The National Form will be accepted as standard.
- Search requests may be faxed if a prepaid account is set up or fees are submitted at time of search - fax fee is \$5.00
- Expedited service is available for an additional \$20.00 per debtor name or company name
- Multiple changes may be submitted on an Amendment.
- Continuations, Amendments, Assignments & Terminations must be submitted on separate documents.
- Faxed copies of UCC-I and UCC-3 will not be accepted.

Dakota Fast File (Internet Access)

ACCESS FEES PER YEAR


	Filing On Line	\$120.00
	Searching	\$120.00
	Tickler (continuation)	\$120.00
UCC-I/EFS	Financing Statement (one debtor)	\$15.00
UCC II	Search Request	\$10.00 per debtor name
UCC-III	Continuation/ Amendment/ Assignment (one debtor)	\$15.00
	Termination	No Charge

ADDITIONAL FEES:

Additional Debtor Information	\$2.00 per debtor index
County Recordings (UCCI and Terminations)	\$10.00

Appendix B - Cheyenne River Sioux Tribe Filings

Click here to file a new UCC/EFS for the Cheyenne River Sioux Tribe



DAKOTA FAST FILE

Main Menu for tom

9/27/2002

[main](#) [master list](#) [tickler](#) [renew](#) [logout](#)

File New UCC/EFS [Help](#)


☐ Dakota Fast File

☒ Cheyenne River Sioux Tribe


☐ [County](#)

Number of Debtors:

Figure 49



Minniconjou Itazipco



SiHa SaPa Oohcannipa

Cheyenne River Sioux Tribe Filing

New Filing

9/27/2002

[main](#) [master list](#) [tickler](#) [renew](#) [logout](#)

You will see the Cheyenne River Sioux Tribe logo when filing a new CRST record.

Figure 50

☒ 20022691670004 9999 9/26/2002

BANK EAST

[Long Description](#) 9/26/2007

Cheyenne River Sioux Tribe

When viewing a UCC Search you will see that this is a Cheyenne River Sioux Tribe Filing

Appendix C - Ending Noise Words

IACA List of Ending Noise Words pursuant to Rule 503.4

The following words and abbreviations indicate the existence or nature of an entity. These business endings will be ignored in a UCC search.

- Agency
- Association
- Assn
- Associates
- Assc
- Assoc
- Attorneys at Law
- Bank
- National Bank
- Business Trust
- Charter
- Chartered
- Company
- Co
- Corporation
- Corp
- Credit Union
- CU
- Federal Savings Bank
- FSB
- General Partnership
- Gen part
- GP
- Incorporated
- Inc
- Limited
- Ltd
- Ltee
- Limited Liability Company
- LC
- LLC
- Limited Liability Partnership
- LLP
- Limited Partnership
- LP
- Medical Doctors Professional Association
- MDPA
- Medical Doctors Professional Corporation
- MDPC
- National Association
- NA
- Partners
- Partnership
- Professional Association
- Prof Assn
- PA
- Professional Corporation
- Prof Corp
- PC
- Professional Limited Liability Company
- Professional Limited Liability Co
- PLLC
- Railroad
- RR
- Real Estate Investment Trust
- REIT
- Registered Limited Liability Partnership
- RLLP
- Savings Association
- SA
- Service Corporation
- SC
- Sole Proprietorship
- SP
- SPA
- Trust
- Trustee
- As Trustee

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